

**RESOLUTION ADOPTING WRITTEN PROCEDURES GOVERNING ELECTRONIC MEETINGS OF THE UTAH COUNTY BOARD OF CANVASSERS**

WHEREAS, the Utah County Board of Canvassers, pursuant to Section 52-4-207 Utah Code, has the authority to approve and adopt written procedures governing electronic meetings of the Utah County Board of Canvassers; and

WHEREAS, the Utah County Board of Canvassers desires to adopt the written procedures governing electronic meetings of the Utah County Board of Canvassers.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the written procedures governing electronic meetings of the Utah County Board of Canvassers are hereby adopted and approved, as follows:

1. Definitions

As used in these procedures:

- (a) “Anchor location” means the physical location from which an electronic meeting originates, or from which the participants are connected.
- (b) “Electronic meeting” means a public meeting convened or conducted by means of a conference using electronic communications.
- (c) “Monitor” means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.
- (d) “Participate” means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.
- (e) “Public statement” means a statement made in the ordinary course of business of the public body with the intent that all other members of the public body receive it.

2. Notice of Electronic Meetings

The Utah County Board of Canvassers may convene and conduct an electronic meeting pursuant to the following procedures:

- (a) Public notice of the meeting shall be given in accordance with Section 52-4-202 Utah Code as amended, and posting written notice at the anchor location.
- (b) In addition to giving public notice required by Subsection (a), provide:
  - (i) notice of the electronic meeting to the members of the public body at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and

- (ii) a description of how the members will be connected to the electronic meeting.

3. Establishment of Anchor Location for Electronic Meetings

- (a) The Utah County Board of Canvassers hereby establishes as the anchor location for all of its electronic meetings, the Utah County Commission Chamber, 100 East Center Street, Ste 1400, Provo, Utah 84606.
- (b) Space and facilities at the anchor location will be provided by Utah County, so that interested persons and the public may attend and monitor the open portions of the electronic meeting.
- (c) If the electronic meeting is a public hearing, space and facilities at the anchor location will be provided by Utah County, so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.

4. Procedures Governing Electronic Meetings

- (a) One or more members of the Utah County Board of Canvassers may attend, participate, and vote in electronic meetings of the Utah County Board of Canvassers using electronic communications.
- (b) At least one member of the Utah County Board of Canvassers, shall be physically present at the anchor location for all electronic meetings of the Utah County Board of Canvassers.

5. Compliance with Provisions of this Resolution

Compliance with the provisions of this Resolution by the Utah County Board of Canvassers shall constitute full and complete compliance with the provisions of Sections 52-4-201 and 52-4-202 Utah Code.

RESOLVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

UTAH COUNTY  
BOARD OF CANVASSERS

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